



**City of Asheville Civil Service Board
MINUTES**

REGULAR MEETING
3rd of September 2015

Board Members in Attendance:

Alan Coxie *Chair*
Alan Escovitz
Virginia Robinson
Marv Rose

Staff in Attendance:

Paul Fetherston- Deputy City Manager
Kelley Dickens, HR Director
Shannon Barrett, HR Manager
Heather Minks, HR Business Partner
Meredith Troughton, Board Clerk
Scott Burnett- Fire Chief
Wayne Hamilton- Assistant Fire Chief

1. APPROVAL OF MINUTES

The minutes for the regular meeting of 07/02/2015 were approved with the following Board Member Escovitz motion, Board Member Rosen second on a 4-0 vote.

2. New Business

Asheville Fire Department Promotional Criteria Advisory Committee FY2016 Minimum Requirement Recommendations for:

a) Safety and Training Officer ICS 300/400

Fire Chief Scott Burnett spoke to the board about the recommendations that the Civil Service Board had made back at their July meeting regarding the inclusion of ICS 300/400 for a Safety and Training Officer. The Fire Department's PCAC met and would like to add ICS 300/400 as a minimum requirement to participate in the process of Safety and Training Officer. The Board adopted the addition of ICS 300/400 to the minimum requirements for Safety and Training Officer. Board Member Escovitz made the motion, Board Member Robinson second on a 4-0 vote.

b) Assistant Fire Marshal Task Book

Fire Chief Scott Burnett presented the recommendations of the PCAC to the board to change the required 75 hour ride along program. The department would like to adopt the new Assistant Fire Marshal Task Book in place of the ride along program. After a brief discussion of the new change the

Board adopted the addition of the Assistant Fire Marshal Task Book. Board Member Escovitz made the motion, Board Member Robinson second on a 4-0 vote.

4. PUBLIC COMMENT

None

5. FUTURE AGENDA ITEMS

- a. The Civil Service Board election will take place on September 21st. All interested parties need to submit their candidate information to the City Clerk by 5:00 PM on Friday September 4th.
- b. The Board had inquires as to how long the recording of the meetings are kept. Kelley Dickens is going to check the state records retention guidelines for clarification.
- c. The City's HR Department is currently working with law firm Parker Poe to review and revise all city policies. The Personnel Policy after internal review will come before the Civil Service Board before it is presented to City Council.

6. ADJOURN

Chair Coxie adjourned the meeting without objection.